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CITY CLERK

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OFFICE OF THE
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NEIGHBORHOOD AND BUSINESS
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MIRANDA PASTER
DIVISION MANAGER

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December 18, 2017

Misty Iwatsu, Executive Director
North Figueroa Association
5651 Fallston Street
Los Angeles, CA 90042

Re: Renewal of the Highland Park Business Improvement District

Dear Ms Iwatsu:

This letter is to remind you that the Highland Park Business Improvement District (District) will be expiring on December 31, 2019. To ensure timely funding and uninterrupted District activities beyond 2019, renewal activities should begin immediately. A proposed renewal timeline is attached which outlines the required activities to complete the process with a targeted operations start date of January 1, 2020.

To renew the District, the proponents must follow the procedures for establishment as provided in Section 36600 et seq. of the California Streets and Highways Code, and comply with the requirements of Proposition 218 (Article XIII D of the California Constitution and Section 53753 of the California Government Code). The proponents must also notify the City Clerk's Office regarding all City parcel assessments to be included in the District, in the initial stages of renewal.

Under the attached timeline, the proponents should have the Management District Plan and Engineer's Report for the new term finalized and approved by this Office no later than December 2018. To accomplish the renewal of the District by January 1, 2020, your 1st draft of the database should be submitted by August 1st, 2018; your 1st draft Management District Plan should be submitted by August 15th, 2018; and the revised Management District Plan and Engineer's Report should be submitted by October 1st, 2018. Please be aware that the Los Angeles County Tax Assessors Office has a hard deadline for property tax roll submissions. By meeting the deadlines highlighted on the attached timeline, you can increase the likelihood of making the County's billing data submission deadline.

Please ensure that your Board approves of the programs/plans for the Highland Park Business Improvement District and keeps the Office of the City Clerk informed of all of your District renewal activities.

If you have any questions regarding the renewal process, please contact your assigned BID Analyst, Rita Moreno, at (213) 978-1122.

Sincerely,



Miranda Paster, Division Manager
Neighborhood and Business Improvement District Division
Office of the City Clerk

Attachment

MCP:rm

c: Honorable Gilbert Cedillo, Councilmember, District 1

BID FORMATION (or RENEWAL) TIMELINE

For Property BID expiring on December 31, 2019 or new PBID beginning operation by January 1, 2020
 Start to finish; Begin BID operation on January 1, 2020

| 2018 | |
|------------------|---|
| MONTH | ACTIVITY |
| February - March | Finalize dollars needed to complete renewal Hire consultant, if needed |
| March - June | Form Steering Committee to guide BID formation/renewal activities Commence informational sessions with property owners in potential BID boundary area |
| May - July | Decide boundaries of new BID Decide programs (e.g. security, maintenance, image, streetscape, administration) Determine needed budget Work on potential assessment formulas (front linear footage, building sq. footage, parcel size, etc.) |
| 1-Aug-18 | Submit 1st Draft of DATABASE to City Clerk for review and verification |
| | DATABASE Must contain, at minimum, 1) All APNs, 2) Property Owner Names, 3) Assessable measurements of property, and 4) Assessment calculations. CITY CLERK will review, verify, and approve all information in Database. |
| 15-Aug-18 | Submit 1st Draft of MANAGEMENT DISTRICT PLAN to City Clerk for review |
| | MANAGEMENT DISTRICT PLAN Must contain, at minimum, the 1) Boundary description, 2) Boundary rationale, 3) Service Description, 4) Budget, 5) Benefit Zones, & 6) Assessment Methodology MANAGEMENT DISTRICT PLAN Must also contain other legal & procedural requirements CITY CLERK will review Management District Plan to ensure compliance with State Law NOTE: Revisions may be needed to ensure compliance with legal statutes |
| 1-Oct-18 | Submit revised Management Plan and ENGINEER'S REPORT to the Office of City Clerk |
| | Finalize District Management Plan (boundaries, assessment formula, budget) Present finalized assessment roll to City Clerk who will audit/verify all parcel data <i>(all assessment data for all parcels including: formula, calculations, footages and assessment amounts must be verified and agreed to by the Technical Research Unit of the City Clerk's Special Assessment Section before petitions can be distributed.)</i> |
| Dec-18 | Management District Plan & Engineer's Report APPROVED by City Clerk |
| | MANAGEMENT PLAN & ENGINEER'S REPORT MUST be approved prior to Petition Drive start date |

| 2019 | |
|----------------------------|--|
| MONTH | ACTIVITY |
| JANUARY 2019 | START PETITION DRIVE |
| January - February | Mail out District Management Plan & START PETITION DRIVE Follow up campaign to secure signed petitions equal to 50% plus \$1.00 of proposed assessment REACH 50% PETITION THRESHOLD |
| March 1st | FINISH PETITION DRIVE: Submit final petitions to City Clerk |
| (No later than March 15th) | Request City Council to adopt an "Ordinance of Intention" to form a BID Management Plan, Engineer's Report, map and complete list of all stakeholders due to City Clerk. City Clerk verifies petition signatures and percent in support. |
| March | City Clerk submits complete BID formation project summary report to City Council's Economic Development Committee (EDC). NOTE: EDC meets twice a month with a very limited time to hear agenda items |
| March | EDC will schedule and hold public hearings and recommend that Council adopt the Ordinance of Intention to begin the Proposition 218 election/formation process. EDC meets 2nd & 4th Tuesday. |
| April | CITY COUNCIL STARTS PUBLIC HEARING PROCESS City Council review and approval of EDC recommendations: <ol style="list-style-type: none"> 1. Reviews EDC recommendations, Clerk Report and BID's proposed Management Plan. 2. Petition Sufficiency Finding. 3. Adoption of Ordinance of Intention to Establish BID. 4. Authorization to set public meeting and hearing dates and begin Prop 218 process. |

BID FORMATION (or RENEWAL) TIMELINE

For Property BID expiring on December 31, 2019 or new PBID beginning operation by January 1, 2020

Start to finish; Begin BID operation on January 1, 2020

| 2019 (con't) | |
|-------------------|---|
| MONTH | ACTIVITY |
| April | Materials Due to the City Clerk from BID proponents (if applicable): 1. Prepaid (subject to BID), preaddressed ballot return envelopes.* 2. Smaller, opaque secrecy envelopes to conceal ballot inside return envelopes.* 3. District Management Plan with budget, BID boundary map and APNs of all stakeholders.* *(All materials must be pre-approved by City Clerk. Copies needed for each stakeholder) |
| May 1st | PROP 218 REQUIRED 45-DAY PERIOD BEGINS |
| | City Clerk to arrange for mailing of : 1. Notice of Public Meeting and Final Public Hearing.** 2. Proposition ballots**, ballot instructions and ballot return and secrecy envelopes. 3. Ordinance of Intention (to establish BID).** 4. District Management Plan (legally considered part of the Ordinance). 5. Mailing labels (from stakeholder database) and mail-out envelopes 6. Stuff envelopes, seal and mail out from City mailroom.** **(City provides copies for each stakeholder) City Clerk to arrange for publication of: 1. Ordinance of Intention |
| June | CITY COUNCIL HOLDS PUBLIC HEARING City Council: 1. Council conducts Final Hearing for public comment on establishment of the BID. 2. Balloting officially closed. 3. City Clerk counts ballots and report results at next Council meeting. 4. Ballots opened and tallied in City Clerk's office (open to the public) |
| June | City Council: 1. Public announcement of Prop 218 ballot tabulation 2. 1st reading of Ordinance of Establishment 3. Council accepts the balloting results and passes the Ordinance of Establishment |
| June - August | City Clerk: JUNE: Publish BID establishment Ordinance JULY: Place stakeholder assessment data on County's tax rolls (COUNTY HAS HARD DEADLINE FOR TAX ROLL SUBMISSION) JULY: Establish trust fund/revenue source code account JULY: Prepare City (501c) administrative contract |
| December 2019 | City Clerk: 1. Transmitts received property assessments from County collection of 1st installment payments |
| January 1st, 2020 | Begin BID operation |